

C-0-N-F-I-D-E-N-T-I-A-L

D
R
A
F
T

The Department wishes to express its appreciation for the support received from your post in the important activity of foreign publications procurement. The Department is acting on behalf of more than twenty Government departments and agencies, including the members of the Procurement of Foreign Publications Committee of the United States Intelligence Board. Representatives of these departments all utilize the Foreign Service in varying degrees for the procurement of foreign publications.

There are many ways these publications serve important projects throughout the Government. The timely and continuing procurement service provided is essential to the conduct of the various programs. The valuable support given the procurement program by the local personnel is recognized, particularly the fact that it is they who undertake the necessary but often routine details involved before a transaction is completed.

The Department recommends that you personally commend the local personnel involved in the publications procurement program for their loyal and devoted performance on behalf of the Department and the other U. S. Government agencies concerned.

Listed below are the local personnel recommended for commendation:

Berlin

- a. Helga Dethlof: Administrative Assistant, since February 1950. Serves as secretary to PO, does outstanding work, and in the words of PO, "has an almost photographic memory, is faithful and very pro-American."
- b. Fritz Mehnert: Publications Procurement Agent, since October 1951. According to PO, "he is a good and dependable worker, is in charge of the office during my absence. He comes from the booktrade and knows the best sources. He orders, keeps records and checks bills. I can always call on him for extra work."

State Dept. declassification & release instructions on file

- 2 -

c. Willy Strubbe: Shipping and Receiving Clerk, since September 1953. Service record:

January 1, 1924 - December 11, 1941 - Amembassy, Berlin
December 1941 - April 28, 1945 - Swiss Legation
May 1945 - imprisoned by the Russians together with wife and two children
Late May 1945 - taken to Russia
January 2, 1949 - returned to Berlin
April 1949 - September 1953 - Consulate and RIAS
September 1953 - to date - Publications Office

He has received twenty year service award from Department. The PO states "he is one of my lowest paid employees; is a very faithful person."

London

Renee Hayter: Employed at Embassy London since 1941, since 1944 in the field of publications procurement. Capable and conscientious; on routine matters, handles all phases of publications ordering and resultant transactions except funds. Knowledge of British book trade and commercial outlets has been a source of direct support to the PO and to the Embassy in general. Serves as most knowledgeable person on publications procurement in the absence of the PO.

New Delhi

S. Krishnamurthi: Employed at Embassy New Delhi and at other posts in India for several years; at New Delhi under the PO since 1951. An energetic and capable person. Has for several years been interested in the field of library science, and has expressed avid interest in coming to the U.S. as an exchange student to better his understanding of library work. Serves as PO's control point for all publications ordered, pending or received from Indian dealers. Prepares most of the routine correspondence, and keeps visible records of receipts. Supports PO in all matters pertaining to problems involving language and/or indigenous contacts.

Paris

a. Emilie Lepage: Administrative Assistant, since 1946. Is second in command, and has charge of all purchases and orders. Takes charge of office during PO's absence. Does research and maintains contacts. Has excellent administrative ability.

C-O-N-F-I-D-E-N-T-I-A-L

- 3 -

Paris (Continued)

- b. Lucienne Fornage: Control Clerk, since 1947. Processes all incoming periodicals, French and Eastern European, and prepares them for pouching. Makes visits to certain contacts. Reads bibliographies and does limited research.
- c. Yolande Andreeff: Clerk Typist, since 1947. Prepares all outgoing correspondence. Knows Russian and assists Mlle Lepage in acquisitions. Handles all Russian non-serial procurement.
- d. Ingeborg Jasson: Clerk Typist, since 1951. Handles Iberian and Benelux publications. Distributes American publications under instructions. Keeps office card files up to date.

Tokyo

Fukujirc Hoshino: Control Clerk, since September 1954. Processes all maps and publications received in the Embassy, and prepares for shipment to Washington. Capable and efficient. Handles all routine orders with book dealers, and performs considerable contact and liaison work with Japanese outlet stores. Provides PO with linguistic support of many kinds, and prepares much of the routine correspondence to headquarters.

C-O-N-F-I-D-E-N-T-I-A-L